

CHAPTER 8

MAINTENANCE OF TRAINING AND CERTIFICATION RECORDS

A. PURPOSE

To maintain records of pest management training; to record information on pest management training and **certification**, as applicable; and use the information for overall program management. Those records may be “used to do the following:

1. Meet DoD, Federal, and/or State requirements.
2. Provide program oversight.
3. Document eligibility for certification and recertification.
4. **Identify** additional training needs.
5. Answer data calls.
6. Document professional **qualifications** of personnel.
7. Validate eligibility to apply pesticides.

B. PROCEDURES

1. The training centers (Appendix E, below) prepare, maintain, and disseminate training **information** to designated officials.

2. The designated “certifying **official**” maintains training and certification information on pesticide applicators, and **PPMPs** to include name, identification number (**SSN**, or other designation), certification number, pest control categories, date of initial **certification**, and date of certification expiration.

3. The designated “Component PMC” and the “installation pest management coordinator” maintains **information** on training PMQAEs, to include name, identification number (SSN or other designation), training completion date, and source of training.

4. The Executive Director, **AFPMB**, approves and certifies **Component-certifying** officials. Additionally, the- **AFPMB** maintains training **information** on **Component-certifying** officials, to include name, identification number (SSN or other designation), pesticide applicator certification number, pest control categories, date of initial certification, and date of certification expiration.